

- Account Master
 - Account Profile
 - Chart of Accounts
 - Account Summary Ter
 - Operating Statement A
 - Balance Sheet Account

1. Select Account Management

2. Under General Inputs, select Cash Receipts

- Journal Entry Setup
 - Submit Journal Entry
 - Approvals
 - Journal Entry
 - Accounting Update - Journal Entries
 - Update History - Journal Entries
- Cash Receipts Setup
 - Cash Receipts
 - Accounting Update - Cash Receipts
 - Update History - Cash Receipts
 - Change History - Cash Receipts
- Accounts Receivable
- Student Billing
- Previous Year Adjustments
 - Previous Year Adjustments
 - Update History - Previous Year Adj
- Project/Grant Management
 - Project/Grant Entry
 - Reports

- Mass Approve
- Revisions Setup
 - Budget Revisions
 - Update History - Budget Revisions
- Transfers Setup
 - Submit Transfers
 - Approvals
 - Activity
 - Transfers
 - Update History - Budget Transfers

A better solution for your district.

Cash Receipts ☆

Views: **WIP** Filters: ***WIP - Current Fiscal Year Only**

- Add**
- Edit
- Delete
- Clone
- Report
- Status Change
- Notes
- Attach
- Generate from Recurring
- Data Retention on Add

Batch	Description	Created	Fiscal Year*	Rev	Source	Status	JE Offse
▶ 12-00970	1234	07/24/2013	2012-2013	No	CR	W	No

3. Set the view with WIP and the filter to WIP - Current Fiscal Year Only.

4. Select add to enter a new batch.

Batch Number Entry



Batch Number Entry

* Fiscal Year: 2012-2013: September 1, 2012 - August 31, 2013

* Batch Number: 12- 00969

* Description: ADMIN 0723

Check Spelling
Save
Back

Asterisk (*) denotes a required field

- 5. Verify the Fiscal Year
- 6. The Batch Number pre-populates, so you'll never make a change in the Batch Number box.
- 7. Input a description for your batch.
- 8. Click Save to create the batch.

Edit Details



Batch Information

Fiscal Year:

Batch Number:

Description:

Detail Lines

Views: Filters:



Line # ▲	Account	Description	Debit Amount	Credit Amount	Reference	Receipt #	Ad
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There are no records to display; check your filter settings.

9. Select add to enter a new line.

500 0 records displayed Line #:

Totals by Fund

Fund	Debit	Credit	Net	BS Net	OS Net
Total	0.00	0.00	0.00	0.00	0.00

Detail Line Entry

Batch Information

Fiscal Year: 2012-2013: September 1, 2012 - August 31, 2013

Batch Number: 12-00969

Description: ADMIN 0723

- Check Spelling
- Save
- Save and Print
- Clone & Increment
- Clone & No Increment
- Back

General Information

* Line: 1

* Account: [Blank]

Description: [Blank]

Add'l Description: [Blank]

Name: [Blank]

* Date: 07/23/2013

Reference: [Blank]

Project/Grant: [Blank]

- 10. Enter the account number and a description for the deposit item. Add'l Description, Name, Reference, Project Grant should all be left blank. The date will pre-populate.
- 11. The bank information pre-populates, but you'll need to select Check, Cash, or Money Order. Enter the check number if possible, but checks can also be entered as a lump sum if a separate check listing is kept with the batch back-up.
- 12. Cash Receipts will always be a credit in the amount.
- 13. To enter a new line, select Clone & Increment. All of the information from Line 1 will pre-populate into Line 2, so be sure to verify account, description, payment type, and amount for each line.
- 14. Once all lines have been entered, select Save.

Account Description

[Empty text area for account description]

Line Amounts

* Debit: 0.00

* Credit: 0.00

Cash Receipts

* Bank Cash Account: GENAP GENERAL OPERATING Receipt: 102072

Bank: WELLS FARGO BANK, N.A. Payment Type: Check Check Number: [Blank]

Batch Amounts

of line items: 1 Debit: 0.00 Credit: 0.00 Net Amount: 0.00

Receipt totals for current receipt number within this batch

of line items: 1 Debit: 0.00 Credit: 0.00 Net Amount: 0.00

Asterisk (*) denotes a required field

Edit Details



Report

Print Range

Back

Batch Information

Fiscal Year: 2012-2013: September 1, 2012 - August 31, 2013 Edit

Batch Number: 12-00969

Description: ADMIN 0723

Detail Lines

Views: General Filters: *Skyward Default



Print

Line #	Account	Description	Debit Amount	Credit Amount	Reference	Receipt #	Ad
1	199 R 00 5743 00 000 0 00 000	BAY AREA SUMMER LEAGUE - RC	0.00	396.00		102072	

Add

Edit

Delete

Reverse

Reverse and Re-Issue

15. Click Report to run a copy of the batch.

16. If you need to add another line, select the Add button.

If you need to change a line, select the line item and then the Edit button.

If you need to delete a line, select the line item and then the Delete button.

500 1 records displayed

Line #:

Totals by Fund

Fund	Debit	Credit	Net	BS Net	OS Net
199	0.00	396.00	-396.00cr	0.00	-396.00cr
Total	0.00	396.00	-396.00cr	0.00	-396.00cr

Edit Details

Report
Print Range
Back

Batch Information

Fiscal Year: 2012-2013: September 1, 2012 - August 31, 2013

Edit

Batch Number: 12-00970

Description: 1234

Detail Lines

Views: General Filters: *Skyward Default

Add

Line #	Account	Description	Debit Amount	Credit Amount	Reference	Receipt #	A
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There are no records to display; check your filter settings.

Request Complete

General Input WIP Cash Receipts has finished processing.

View Report

Back

17. Click View Report to view the PDF batch and print a copy for your records.

500 0 records displayed

Line #:

Totals by Fund

Fund	Debit	Credit	Net	BS Net	OS Net
Total	0.00	0.00	0.00	0.00	0.00

Cash Receipts

Views: WIP Filters: *WIP - All Fiscal Years

Batch	Description	Created	Fiscal Year	Rev	Source	Status	JE Offse
13-00969	ADNIN 023	07/23/2013	2012-2013	No	CR	W	No

- Add
- Edit
- Delete
- Clone
- Report
- Status Change
- Notes
- Attach
- Generate from Recurring
- Data Retention on Add

18. Once you've completed your batch, select the Status Change button to move the batch from WIP status to Batch Status.

If you need to make additional changes after the batch has been moved into Batch Status, contact Amber at the Business Office.

Changes can only be made if the batch has not been posted yet.